

Leon Co. Courthouse

Attachment # 4
Page 1 of 2**FAXED**
488-9174

12 August 2003

Mr. Tom Brantley, Director
Facilities Management & Construction
1907 S. Monroe St.
Tallahassee, FL 32301

RE: Leon Co. Courthouse – Courthouse Signage

Tom, we have been in contact with Sharon Johnson of your office regarding the modification of the signage at the 'Plaza Level' of the Leon Co. Courthouse from the designation of 'Plaza Level' to 'First Floor'. Currently our design documents refer to these spaces as they are now designated. In short, in the areas that are called 'Plaza Level' now we anticipated them remaining with that designation and designed the text message accordingly. In our discussion with Sharon it is our understanding that you wish to designate these as 'First Floor' or 'Level 1'. As stated, to Sharon we do not believe this will impact the cost of the signage bid package, as these signs have not been ordered or purchased at this time. It will be imperative to identify these signs immediately to the signage contractor, whoever you award this project too, so as to avoid purchasing signs with text messages that you do not wish. I believe we can identify these signs promptly and modify the text message prior to the contractor ordering the signs and as such, avoid cost increases over the base bid amount.

HAMMOND DESIGN GROUP

Bret D. Hammond, AIA, ASLA

cc: Sharon Johnson
Leon Co. FacilitiesArchitecture / Landscape Architecture
AA #0003346 LA #0001313

317 E. Park Avenue, Tallahassee, Florida 32301

Phone (850) 222-2092 Fax (850) 222-0296



Attachment # 4
Page 2 of 2

14 August 03

Ms. Sharon Johnson
Leon County Facilities Management & Construction
1907 South Monroe Street
Tallahassee, FL 32301

PROJECT: Leon County Court House / Interior Signage

Dear Ms. Johnson:

An inquiry has been presented to me concerning the possibility of changing the designation of the "Plaza Level" in the courthouse to "First Floor" or "First Level".

A change in this floor's designation will not impact the cost of the proposed signage as long as a decision is made on this designation BEFORE any signage layouts are created and any signage is ordered.

If you have any questions concerning this matter, please don't hesitate to contact me.

Sincerely,

Allen D. Pecorino
Full Moon Signs & Graphics

P.O. Box 5095
Tallahassee, FL
32314-5095
850-877-6681
FAX-877-6601